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M E M O R A N D U M

TO: State Agencies

FROM: OA/Accounting

DATE: June 17, 2004

RE: Check Cancellation Request Form

Because check cancellation information is available online through the SAM II Financial system, the SAM II Financial data warehouse, or the Missouri State Treasurer's Online Check Inquiry System, effective August 1, 2004, OA/Accounting will no longer return a stamped copy of the check cancellation form or memorandum to state agencies.

Agencies can verify that a check cancellation has been processed for a check dated in a current fiscal year by using one of the following methods:

- Browse the DXRF table in SAM II by entering AD, tab past the 3 digit agency number, enter 4 zeros then the check number, or by entering EF, tab past the 3 digit agency, then enter the EF number.

- Run a Data Warehouse report using the LED ASSETS data model with the payment voucher as the Referencing Trans Number

- Run a Data Warehouse report using the LED ASSETS data model with the selection criteria as follows:
  o Fiscal year = current fiscal year
  o Trans code = CX or CR or JV
  o Trans Num Agy = 300
  o Trans Num Num = CX or CNCL or DOACX
      Please note that a symbol or some other type of selection criterion may need to be added to the report criteria so that the report includes all documents with these prefixes. For instance, an asterisk * needs to be added after each of the above prefixes when setting up this report in Access or the selection criterion "contains the characters" needs to be selected for each of the above prefixes if the report is set up in Focus.
  o Agency = 3 digit agency number

- Accessing the Missouri State Treasurer's Online Check Inquiry System

If a check has been sent for cancellation that is dated in a prior fiscal year or a closed budget fiscal year, agencies can verify that the check was cancelled using one of the following methods:

- Use the WREC table in SAM II Financial

- Run a Data Warehouse report using the LED ASSETS data model with the selection criteria of a Cash Receipt (CR) document with a line agency of your agency's 3 digit agency number and the document number contains the letters CX

- Run a Data Warehouse report using the LED ASSETS data model with the selection criteria as follows:
  o Fiscal year = current fiscal year
  o Trans code = CX or CR or JV
  o Trans Num Agy = 300
  o Trans Num Num = CX* or CNCL* or DOACX*
      Please note that a symbol or some other type of selection criterion may need to be added to the report criteria so that the report includes all documents with these prefixes. For instance, an asterisk * needs to be added after each of the above prefixes when setting up this report in Access or the selection criterion "contains the characters" needs to be selected for each of the above prefixes if the report is set up in Focus.
  o Agency = 3 digit agency number

- Access the Missouri State Treasurer's Online Check Inquiry System for verification of cancellation.

Please ensure that all staff within your agency responsible for check cancellation verification, are aware of this change.

If you have any questions, please contact your Agency Customer Service Coordinator for assistance. Your Agency Customer Service Coordinator will contact OA/Accounting if assistance is needed.